



INTERNAL/EXTERNAL JOB ANNOUNCEMENT

Office Attendant-Part Time B Parks and Recreation Department \$8.50/hour, 19 hours or less per week

The City of Kingman Parks and Recreation Department has the pleasure of serving our diverse community through our outstanding parks/facilities and providing many recreational, sports programs, special events, and activities/classes for patrons of all ages. Do you enjoy meeting and working with a variety of individuals? Do you wish to seek opportunities to promote great programs and encourage participation? Consider this part-time position!

Office Attendant is responsible for providing clerical and office work in support of the Parks & Recreation Department. Work includes responding to inquiries, providing general information, typing documents, entering/validating data, providing telephone and office coverage, and handling/processing cash and receipts. The Office Attendant is often called upon to provide assistance & support in planning and holding events, trips and activities.

Desired Minimum Qualifications:

Education and experience:

- High School Diploma or GED equivalent
- One (1) year of experience in an office setting performing general clerical duties
- Some public contact and/or cash handling/recording experience
- Use of computer and related software experience, preferably with Microsoft Office products, REC 1 software
- Any combination of education, experience and training which demonstrates the knowledge and experience to perform the duties and responsibilities of the position.

Special Requirements:

- Valid Arizona State Driver's License or ability to obtain one

**APPLY NOW: Online application materials accepted through
September 6, 2016**

Employment Application and Job Description can be obtained online at www.cityofkingman.gov

City of Kingman

Human Resources
310 N 4th St.
Kingman AZ 86401
Phone: 928-753-5561
Website: www.cityofkingman.gov

Note Reference Examination: The City of Kingman reserves the right to consider the candidates who best overall meet the qualifications and suitability of the position in the succeeding examination processes: experience and training evaluation, testing and/or interviews. After an offer of employment has been made, appointment may be subject to successful completion of a criminal background check and any other appropriate testing/evaluation commensurate with the offered position.

Note Reference American Disabilities Act: When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the recruitment process. The City of Kingman does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. **EOE**